



Department of Defense **DIRECTIVE**

June 24, 1994
NUMBER 5025.1

DA&M

SUBJECT: DoD Directives System

References: (a) DoD Directive 5025.1, subject as above, December 23, 1988 (hereby canceled)
(b) DoD 5025.1-M, "DoD Directives System Procedures," current edition, authorized by this Directive
(c) DoD 5025.1-I, "DoD Directives System Annual Index," current edition, authorized by this Directive
(d) DoD Directive 5400.9, "Publication of Proposed and Adopted Regulations Affecting the Public," December 23, 1974
(e) DoD Directive 5110.4, Washington Headquarters Semites," May 6, 1991

A. REISSUANCE AND PURPOSE

This Directive:

1. Reissues reference(a) to update policy and responsibilities governing DoD Directives, DoD Instructions, and DoD Publications (hereafter referred to collectively as "DoD issuances").
2. Continues to authorize the publication of references (b) and(c).

B. APPLICABILITY

This Directive applies to the Office of the Secretary of Defense (OSD), the Military Departments, the Chairman of the Joint Chiefs of Staff, the Unified Combatant Commands, the Inspector General of the Department of Defense (IG, DoD), the Uniformed Services University of the Health Sciences, the Defense Agencies, and the DoD Field Activities (hereafter referred to collectively as "the DoD Components").

C. DEFINITION

OSD Principal Staff Assistants (PSAs). Under Secretaries of Defense; Comptroller of the Department of Defense; Director of Defense Research and Engineering Assistant Secretaries of Defense; Director of Operational Test and Evaluation; General Counsel of the Department of Defense; IG, DoD; Assistants to the Secretary of Defense; and other OSD Directors or equivalents who report directly to the Secretary or Deputy Secretary of Defense.

D. POLICY

It is DoD policy that:

1. A single, streamlined, uniform system governing the preparation, coordination, approval, publication, dissemination, implementation, and internal review of DoD issuances **shall** be maintained within the Department of Defense, in accordance with DoD 5025. 1-M (reference (b)). The DoD Directives System includes the following:

a. DoD Directives that provide policy **required** or authorized by legislation, the President, or the Secretary of Defense **to initiate, govern, or regulate** actions or conduct by the DoD Components. Specifically, DoD Directives **shall** establish or describe policy, **programs** and major **activities, and** organizations; define missions; delegate authority; and assign **responsibilities**. A DoD Directive shall be approved and signed by the Secretary or Deputy Secretary of Defense.

b. DoD Instructions that **implement policy, or** prescribe a uniform method or delineate a specific plan of action for carrying out the policy, or **provide** directions or details for operating a program or activity; and assign responsibilities. A DoD Instruction shall implement a DoD Directive and be approved and signed by a PSA.

c. DoD Publications that implement or supplement DoD Directives and DoD Instructions **by** providing uniform procedures for management or **operational** systems and disseminating administrative information. A DoD Publication **shall** be authorized by a DoD Directive or Instruction and its **foreword** shall be approved and signed by a PSA.

2. DoD Directives **shall** adhere to the principle of centralized policy-making with decentralized execution by the DoD Components. As such, OSD **shall** focus primarily on providing **policy guidance, fixing** responsibility, and establishing appropriate mechanisms **for feedback** and oversight. The DoD Components **should** be provided the latitude to determine how a given policy is to be implemented at the local level. DoD Directives **should** be streamlined into six pages or fewer, with no procedures.

3. DoD Directives shall be written in such a **way** to preclude **requirements** for the **publication** of implementing documents by the DoD Components **whenever possible**. In those instances when it is necessary to establish specific parameters for action or **to** prescribe procedures to ensure that the guidance being **promulgated** is fully understood and carried out with an **appropriate** level of **standardization**, a DoD Instruction or DoD Publication **should** be **issued** rather than **requiring** the DoD Components to issue separate **implementing** documents. When **implementing** documents are not required, or **when** the deadline for issuing implementing documents has not been met, the DoD Directive, DoD Instruction, or DoD Publication shall be directly applicable to all elements within the DoD **Component**, and the Head of the DoD Component **shall be** responsible for carrying out the **DoD** guidance.

4. Proposed DoD issuances, including changes to, **reissuances, and** cancellations of these documents, shall be formally coordinated to solicit the **views** of appropriate staff officials of the DoD Components. Unresolved issues in **proposed** Directives shall be **brought** to the attention of the Secretary or **Deputy** Secretary of Defense. Unresolved issues in proposed Instructions and **Publications** shall **be** brought to the attention of the cognizant PSA.

5. Directive-type memorandums of continuing application issued by PSAS that, because of time constraints, cannot be published in the DoD Directives System at the time of signature shall be reissued as DoD issuances within 90 days. Directive-type memorandums of a one-time nature shall not be issued in the DoD Directives System.

6. DoD issuances shall be published in the Federal Register as provided in DoD Directive 5400.9 (reference (d)).

E. RESPONSIBILITIES

1. The Director of Administration and Management, Office of the Secretary of Defense, shall:

- a. Review and coordinate on ALL DoD issuances.
- b. Prepare organizational charters for OSD, Defense Agencies, and DoD Field Activities.
- c. As the DoD Regulatory Policy Officer, review, coordinate, and approve DoD issuances as rules for publishing in the Federal Register.
- d. Monitor compliance with section D., above.
- e. As the Director, Washington Headquarters Services (WHS), in accordance with DoD Directive 5110.4 (reference (e)), administer and operate the DoD Directives System to include the OSD Federal Register System.

2. The OSD Principal Staff Assistants shall:

- a. Prepare DoD issuances that are relevant and necessary to accomplish their assigned responsibilities, in accordance with DoD 5025.1-M (reference (b)).
- b. Prepare, coordinate, and approve DoD Instructions within their areas of responsibility and, if authorized by their organizational charters, sign the Instructions.
- c. Prepare, coordinate, and approve DoD Publications and sign the foreword.
- d. Publish DoD issuances of general applicability that affect the public as rules in the Federal Register in accordance with references (b) and (d).
- e. Review implementing documents issued by the DoD Components and certify by memorandum to the Director, WHS, that the documents are consistent with the intent of the DoD issuances.
- f. Coordinate proposed DoD issuances with the DoD Components, as prescribed in subsection D.4., above, and coordinate on proposed DoD issuances originated by OSD Components.
- g. Review their DoD issuances at least every 5 years for need and currency, and certify by memorandum to DA&M, OSD, whether the issuances will be continued, revised, or canceled.

h. Issue directive-type memorandums and cancel or convert them to DoD issuances, in accordance with subsection D.5., above.

3. The Heads of the DoD Components shall:

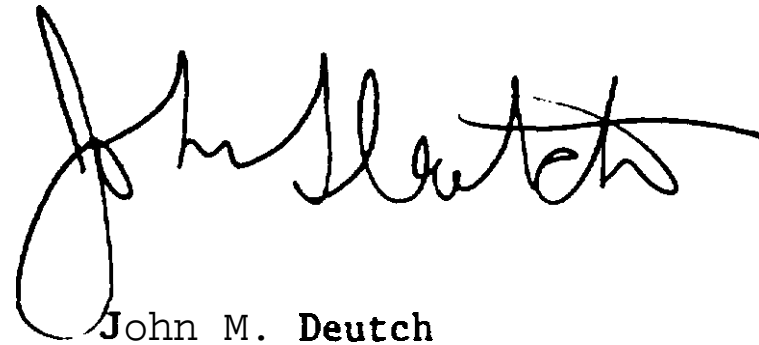
a. Review and coordinate on proposed DoD issuances relevant to their missions.

b. Issue implementing documents, when required by the OSD Components or considered to be necessary and appropriate by the Component Head, consistent with the intent of the DoD issuances, and provide copies to the appropriate OSD Component, in accordance with DoD 5025.1-M (reference (b)). When implementing documents are not issued, ensure that DoD policy is carried out and that DoD issuances are appropriately distributed within their Components.

c. Provide for the printing and distribution of DoD issuances for their Components.

F. EFFECTIVE DATE

This Directive is effective immediately.

A handwritten signature in black ink, appearing to read "John M. Deutch". The signature is fluid and cursive, with a large initial "J" and "M".

John M. Deutch
Deputy Secretary of Defense